

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0833

FLSA: Exempt

CLASSIFICATION TITLE: SCHOOL PATROL SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the operation and personnel of the School Patrol Division within the Chattanooga Police Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees and assists personnel engaged in protection and safety of school children at designated/marked street crosswalks and related activities; observes and monitors employee field performance.

Prepares work schedules and location assignments for school patrol officers and substitutes; adjusts schedule and/or staffing to ensure adequate manpower at all times; maintains the daily work roster, payroll time book, and records of absenteeism, resignations, and terminations.

Interviews school patrol officer applicants and participates in selection process; assists with organizing volunteer school patrol officers; plans and coordinates first-aid training.

Trains new employees, volunteers, and safety patrol students on proper procedures and protocol of the department and assigned duties; inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations.

Enforces all city and state codes, ordinances, laws and regulations in order to protect life and property and to prevent crime and promote security; follows up on reports of motorists in violation of passing school buses in school zone.

Works closely with school officials to ensure safe school crossing; contacts appropriate department to maintain signs and painted areas required for school crossing sites.

Establishes and maintains positive public relations; attends and addresses neighborhood groups, schools, civic organizations, and churches; organizes annual fund raising work performed by school patrol officers.

Responds to questions, complaints, and requests for information from citizens, motorists, officers, and various other individuals; exchanges information with city and county school bus transportation authorities and with the school board for information relevant to scheduling.

Issues and monitors use of cellular telephones; assigns, distributes, and tracks uniforms and safety equipment; submits requisitions for uniform purchase.

Accompanies subordinate officers to court for presentation of testimony on cases being prosecuted; maintains court schedules for officers.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; refers to and reviews city maps indicating school zones and crossing locations.

Schedules, plans, and conducts meetings; attends various meetings, seminars, workshops, and training sessions as appropriate.

Reviews documents processed by subordinates to ensure accuracy; prepares and maintains files and administrative records including daily activity reports, OSHA reports, citations, hazard reports, and accident reports.

Prepares, reviews, approves, and/or responds to a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with responsibilities of this position

Cooperates with and assists federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

ADDITIONAL FUNCTIONS

Attends swearing-in ceremonies at city court; maintains documentation for service stripes and eligibility for service awards.

Assists with interdepartmental duties and city activities as needed which may include directing traffic, providing security at city social events and athletic activities, or other special assignments.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by course work or vocational training in Criminal Justice, Public Administration, Social Sciences, or a closely related field; supplemented by one (1) year of progressively responsible experience in law enforcement including supervisory training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee driver's license. Must meet all promotional eligibility requirements. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must be Peace Officer Standards and Training (P.O.S.T.) certified as a law enforcement officer. Must be certified in Cardiopulmonary Resuscitation (CPR). Must be licensed and qualified to operate a firearm. May be required to attain and maintain additional certifications specific to assigned division.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.